

# CHANGE ANNOUNCEMENT

## ON-THE-JOB TRAINING CHAPTER

Effective 10/21/2005

### CHANGES

The On-the-Job Training Chapter is a new Program Manual Chapter with guidance on providing Non-paid and Paid On-the Job-Training. The chapter for the most part formalizes what our practice has been without a manual chapter. Specific changes to our previous practice or clarifications to that practice are as follows:

1. With State OJTs (when the individual is paid through the NDE Payroll as a student worker) the training wage will be the commensurate wage for the job being trained in as opposed to the previous policy of only paying the federal minimum hourly wage.
2. For State OJTs there is a new consent form requiring the consumer's signature. This is a dual-use consent form. It can be used for either a Paid State OJT or a Paid State OJE. The consent form advises the individual of the terms and conditions of a paid placement. This is a NCR form.
3. The Consent for Non-paid Exploration, Assessment, or Training Placement form has been revised to be an NCR form. Some of the language has been modified to better convey the terms and conditions of a non-paid placement. This is also a dual-use form.
4. A dual-use OJE/OJT Letter Checklist form has been added to VRIS. This checklist asks for the information that is to be included in the respective Paid and Non-paid OJT letters.
5. The policy also provides clarification as to which kinds of placement sites a State OJT can be set up in. Only governmental and quasi-government employment sites can be used. Non-profit employment sites cannot be used for a State OJTs, only a Private OJT.

### FORMS REVISED

1. The new consent form for a State OJT has been posted to VRIS: Printed and Marketing Materials: Case Service Forms and Worksheets: **Consent for a Paid On-the-Job Evaluation or On-the-Job Training Placement.**
2. The revised consent form for a Non-paid OJT has been posted to VRIS: Printed and Marketing Materials: Case Service Forms and Worksheets: **Consent for a Non-paid Exploration, Assessment, or Training Placement**
3. The new OJE/OJT Letter Checklist form has been posted to VRIS: Printed and Marketing Materials: Case Service Forms and Worksheets: OJE/OJT Letter Checklist.

### VRIS UPDATE

This chapter has been posted to VRIS at the following location:

VRIS: Program Manual Main Menu: Community Services: On the Job Training.

### **TEAM COMMUNICATION**

Since this is a new chapter, it would be beneficial to review the entire chapter at a team meeting. Special attention should be paid to:

- what placement sites can be used for a State OJT;
- the 120 hour limit for a Non-Paid OJT;
- the \$3000 limit for a Paid OJT;
- the commensurate wage requirement in a State OJT;
- the difference between a State OJT set up with NDE and a Private OJT set up with another state agency, governmental, or quasi-governmental office; and
- the appropriate QUEST services and supports to select for a Paid OJT (State or Private) and a Non-paid OJT.

### **LEADERSHIP CONTACT**

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